

# Fairburn View Primary School

**Staff Code of Conduct**

**January 2025**

**Signed by: \_\_\_\_\_**

**Alex Webb**

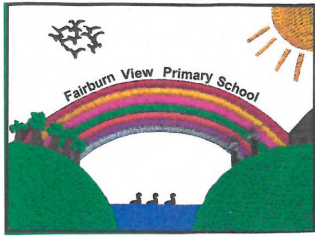
**Head Teacher**

**Signed by: \_\_\_\_\_**

**Jonathan Foster**

**Chair of Governors**

**Review Date: January 2027**



# Fairburn View Primary School

## Staff and Volunteer Code of Conduct

### 1. Introduction

The public are entitled to have trust and confidence in Fairburn View Primary School, its staff, governors and volunteers. The conduct of us all must, therefore, be of the highest standard. This Code of Conduct sets an expectation for the conduct of our staff, volunteers and Governing Body.

### 2. General Obligations

- All Staff, Volunteers and Governors should display the highest standards of professional behaviour required in an educational setting, at all times.
- Staff, Volunteers and Governors should co-operate with their colleagues, provide support, help and guidance as required by them and their line manager, therefore promoting effective communication throughout the School.
- Staff, Volunteers and Governors should not use their position in the School for private advantage or gain.
- Staff, Volunteers and Governors should avoid words and deeds that may bring the School into disrepute or might undermine colleagues in the perception of others in the larger community.
- Staff, Volunteers and Governors should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- Staff, Volunteers and Governors should be familiar with School policies, structures and systems and follow these accordingly.
- Staff, Volunteers and Governors should communicate through their line management structure, following the correct protocol.
- Staff and Volunteers should attend work at the correct time, showing good punctuality. Staff and Volunteers should work the hours agreed by their manager. In times of absence, staff should follow staff absence procedures and inform the Head teacher at the earliest opportunity.
- Continuing Professional Development (CPD) shall be provided by the school. Employees will be required to attend certain training activities and meeting to support CPD.
- Adhere to teaching standards

### 3. Administrative Duties

Teachers and some members of support staff are required to complete registers for their classes both on a morning and an afternoon. It is important the registers are completed correctly in order to safeguard children and staff.

Teachers should seek permission from the Headteacher or the Deputy Headteacher when:

- Taking children off School premises.
- Before, inviting visitors into the School.

- Before, contact with the media and journalists.
- Before, incurring any expenditure on behalf of the School.

Staff should ensure any visitors in school have signed in the School's Visitor system, Inventory. Visitors should wear a visitor's sticker which is placed in a clearly identifiable place. Visitors should be supervised by the member of staff they are visiting at all times. Visitors should sign out of the visitor's book when leaving the premises.

#### 4. Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters outside of the School community which could cause distress to School staff, pupils or parents. Sensitive and confidential information must only be shared with those entitled to receive it.

#### 5. Public Duty, Private Interest and Social Media

Off-duty hours are an employee / volunteer's own personal concern. However, it is important people do not put themselves in a position where their duty to the School and their private interests conflict.

Employees and volunteers are expected to abide by the policies of the School. They must take care to ensure their own personal or political opinions do not interfere with their in school responsibilities or the ethos and professionalism of School.

#### **Guidelines for the use of Electronic Communication, Social Media and Online Gaming (Mobile Phones, Facebook/ Twitter/ Instagram etc) Data storage/ Memory Sticks.**

Staff are welcome to have their own social media accounts, however, staff should be mindful their social media accounts are a reflection of you as a person and therefore you must maintain a high level of professionalism when using such sites.

#### **As a member of staff you should:**

Maintain a polite, formal and professional tone when communicating with pupils parents/carers over school email accounts and ensure professional boundaries are maintained.

Operate online in a way in which would not call into question your position as a professional.

Not refer to pupils, either named or unnamed on social media or recount any events that have involved pupils at School.

Understand pupils/ parents/carers will be curious about you and may try to find out more about you.

Respect all pupils confidentially and privacy at all times.

Not accept pupils or parents/carers of pupils as friends or contacts on a social media site.

Not share your personal phone numbers and personal email address with pupils or parents/carers of pupils.

Ensure your settings prohibit others from tagging you in any photos or updates without your permission and you can ask others to remove any undesirable content related to you. Consider the conversations and photos you have online may not be private, and be mindful about who may have access to what you post.

Manage your privacy settings and review them regularly.

Protect your accounts with strong passwords and change these passwords regularly. Mobiles and tablets brought into School should have PIN number (or similar) levels of security.

Mobile phones, smart watches (for any other purpose than checking the time) and tablets should not be used in classrooms or in areas where children are present, for instance; school corridors, dining hall and the playground.

Not play online games with pupils through the use of a games console.

Not use personal memory sticks and data storage devices in school equipment. Only encrypted storage devices provided by School may be used. Encrypted data storage devices provided by School should not be used in your own personal laptops and computers etc.

Ensure all photographs taken of children for educational purposes are taken on school cameras and stored on school drives. Use of your own personal cameras and memory cards in School is forbidden.

Promote eSafety in your classroom with your students. If you have concerns regarding a pupil's safety online you must inform the Head teacher immediately.

## 6. Safeguarding Pupils

Staff have a duty to safeguard children/pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- Religious/ faith abuse
- Child on Child abuse

The duty to safeguard our children/pupils also includes the duty to report concerns about a pupil or child to the school's Designated Safeguarding Leads (DSL).

Fairburn View Primary Schools Designated Safeguarding Officers are:

Lead DSL: Jenny Allison, Assistant Headteacher

Deputy DSL: Alex Webb, Headteacher  
Joe Mulroy, Deputy Headteacher  
Helen Laird, Family Liaison Officer  
Trish Rowett, Learning Mentor  
Craig Tyson, Assistant Head Teacher

Staff are provided with personal copies of Keeping Children Safe in Education (most recent), Whistleblowing policy and the school's Safeguarding policy. Staff are required to be familiar with these documents.

Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Staff should seek to avoid or minimise situations where they are alone with a student. In these situations, staff should try, where possible, to make sure that a door is open or that they can be seen through the glass of a door/window.

Staff must inform the Head Teacher or Deputy Head Teacher immediately if they have concerns about the way a parent/carer or a child is behaving towards them.

### **7. Avoiding Misinterpretation**

Staff should:

- try to model appropriate boundaries regarding personal space
- avoid special relationships or rumours of having 'favourites'
- avoid spending unequal amounts of time with a given child or group of children
- be wary of forming 'special' relationships with particular children's families that might compromise them professionally
- be aware of how their actions may be interpreted by others looking in from outside
- be observant of the behaviour of colleagues and, if they feel that their actions could be seen by others as inappropriate, tell them or the Designated Safeguarding Lead

### **8. Low-level concerns about members of staff**

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy

### **9. Pupil Infatuations**

Occasionally, pupils may develop an infatuation for a member of staff. In such situations, the advice of the Head/Deputy Head must be sought. Staff should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is beyond reproach.

Other members of staff have a part to play in alerting a colleague to the possibility of an infatuation in order that appropriate steps can be taken to minimise hurt and distress and the risk to the member of staff concerned. Staff should speak to the member of staff concerned and also the child if they feel the situation is inappropriate. SLT should also be informed, who will speak to the child and member of staff involved.

Whilst the risk of infatuation is not limited to younger members of staff, they must recognise their particular vulnerability to adolescent infatuation. If a member of staff is concerned that he/she is developing a friendship with a pupil that would have the potential to become an unacceptable relationship, he/she must ensure that the relationship does not develop further. Staff have a responsibility to 'whistleblow' on themselves or a colleague immediately in such circumstances.

## 10. Abuse of Position of Trust

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach. Disciplinary and, in some cases, legal action can be taken if professional standards are not upheld.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the school staff and a pupil under 18 may be a criminal offence, even if that pupil is over the age of consent.

## 11. Whistleblowing

Whistle-blowing reports wrongdoing that it is “in the public interest” to report. Examples linked to safeguarding include:

- Pupils’ or staff members’ health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the Head Teacher. If the concern is about the Head Teacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing body.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school’s detailed whistle-blowing process, please refer to our whistle-blowing policy.

## 12. Staff Dress Code

The way staff dress and their appearance is of significant importance in portraying a professional image to all members of the school’s community and being a positive role model to students.

This Staff Code of Conduct establishes the position of Fairburn View Primary School regarding standards of dress and appearance for all staff including those with temporary contracts and agency workers. It is not meant to detail every eventuality and it is the responsibility of individuals to decide whether their appearance is appropriate as guided by the principles below.

- All members of staff will take a sensible and safe approach to dress, appearance and personal hygiene;
- Every member of staff will be responsible for promoting a professional and positive image of Fairburn View Primary School.
- Clothing and appearance will not deliberately cause offence to people who come into contact with, or use, the school’s services. Clothing should be non-offensive and contain no provocative logos or remarks which are inappropriate or likely to cause offence to others;
- Clothing should be worn appropriately for the tasks being undertaken and could vary if an employee is involved in alternative activities, such as an external visit, sport or school event.
- School lanyards must be worn by all staff at all times.

### **Acceptable clothing**

*Examples of acceptable clothing include a combination of;*

- Appropriate length skirts and dresses (i.e. knee length) or trousers
- Blouses/shirts (long or short sleeve)
- Smart plain T-shirts/polo shirts, jumpers, jackets, dresses, business suits, ties
- **Knee length** shorts / cropped trousers.
- Black denim trousers (without rips)
- Leggings, cycling shorts and tights if worn under appropriate length dresses and skirts.

### **Non-acceptable clothing**

- Blue Denim
- Mini-skirts or dresses
- Lycra cycling shorts or leggings **unless** for PE or other approved event
- Shorts **unless** for PE or sports
- Tracksuits unless for PE or sports.
- See through clothing (that exposes underwear or midriffs)
- Clothing with tears, holes and rips or that is not clean
- Low cut T-Shirts or blouses
- Crop tops
- Offensive badges, emblems or logos on clothes
- Indoor wearing of baseball caps

This dress code will be relaxed for staff INSET days and school trips at the discretion of the Head Teacher. When this dress code is relaxed, staff must continue to consider their own safety and avoid dressing in any way that could cause offence to others.

### **Footwear**

Footwear must be safe, sensible and in good repair. Staff should have regard to health and safety considerations as in an emergency situation, they may be required to move swiftly.

No stiletto heeled shoes, or shoes with very high heels.

School will accept no responsibility for injuries incurred as a result of staff wearing inappropriate footwear.

### **Tattoos**

Visible tattoos must not be offensive to others. Where they are deemed to be offensive or inappropriate they must be appropriately covered at all times.

### **Jewellery and Piercing**

Jewellery must be discreet and appropriate and must not be a health and safety hazard. Jewellery/piercings must be removed where they are a risk to health and safety or where their appearance may be inappropriate in school.

## **13. Equality Issues**

Fairburn View Primary School is an equal opportunities employer and all employees are under a requirement to ensure they are aware of workplace policies relating to equality issues and ensure that they are complied with. All children, members of the local community, parenting body and colleagues have a right to be treated with fairness and equality.

Employees should be familiar with the School's policy on discrimination and harassment, and ensure they treat all children, colleagues, parenting body, and members of the local community with dignity and respect. If any employees consider they have been subject to discrimination and/or harassment in the course of their employment, they should report this to the Head Teacher or a member of the Senior Leadership Team at the earliest opportunity so the concerns can be investigated and responded to appropriately.

#### **14. Physical Contact with Pupils**

As a general principle staff will refrain from making unnecessary physical contact with their pupils. It is unrealistic, however, to suggest that staff should only touch pupils in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.

Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.

Physical punishment is illegal as is any other form of physical response to misbehaviour, unless it is by way of necessary constraint.

Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the Head Teacher. Staff will seek at all times to operate according to the School Policy on 'The Use of Reasonable Force'.

Staff should be particularly careful when supervising pupils in a residential setting, or in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to pupils in circumstances very different from the normal school/work environment.

Staff who have to administer first aid to a pupil should ensure whenever possible that this is done in the presence of other children or another adult.

Staff who are in the position of having to change children after toileting accidents or nappy changes should follow the School's Intimate Care Policy. Parents/carers should be made aware when their child has been changed by a member of staff.

#### **15. Relationships at work**

From time to time, personal relationships may exist or develop between work colleagues. They may arise at any time during an individual's employment, as well as exist prior to the employee joining Fairburn View Primary School. Personal relationships could affect, or be perceived by others to affect, the credibility or objectivity of our operations and we therefore need to have guiding principles in place. Please refer to our **Relationships at Work Policy** for further guidance.

#### **16. Conduct outside of work**

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

#### **17. Disciplinary Action**

Failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

### **Fairburn View Primary School Staff and Volunteer Code of Conduct**

**Completed: January 2025**

**Review Date: January 2027**

### **Appendix**

Listed below are policies that are linked to the Staff Code of Conduct.

Safeguarding Policy

Whistleblowing Policy

Equality Policy

Physical Contact Policy

Intimate Care Policy

eSafety Policy and acceptable use of ICT

Use of Electronic Equipment Policy